

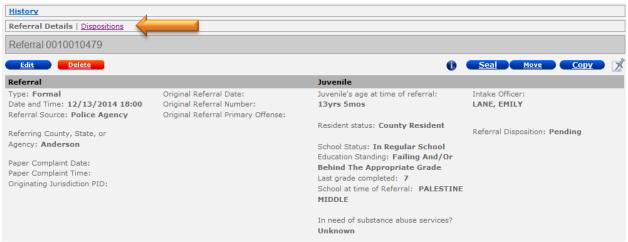
SCENARIO

JCMS has two options for adding a disposition to a juvenile's record. One option is the referral disposition which is accessed from the referral screen. The second is the offense disposition, or the disposition container. It's accessed by hovering over 'Juvenile' on the juvenile's page and selecting 'Disposition' from the drop down menu.

REFERRAL DISPOSITION

To add a referral disposition:

View the referral, click on the referral 'Disposition' link.



Click on 'Add New'



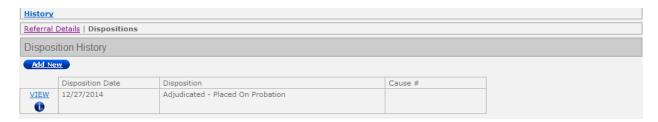
Add a Referral disposition of 'Adjudicated – Placed on Probation'



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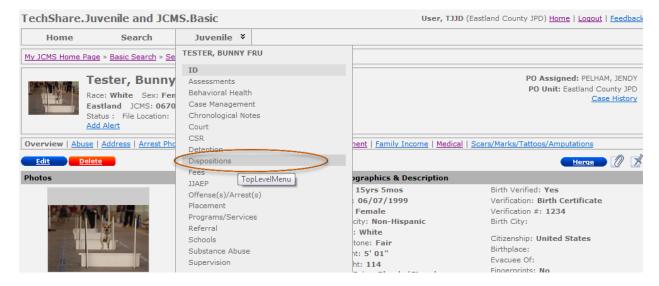
The Referral disposition has been created



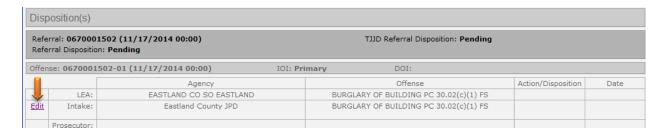
DISPOSITION CONTAINER

To add an offense disposition (disposition container):

Return to the Juvenile ID screen and from the drop down menu, select 'Dispositions'



Click on 'Edit' to enter Intake action.



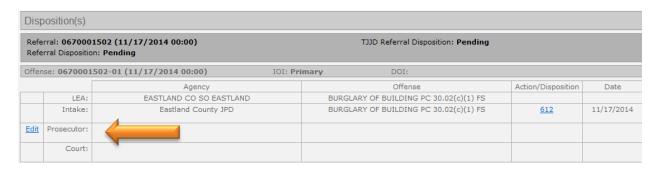
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Enter intake action of 'Refer to Prosecutor'



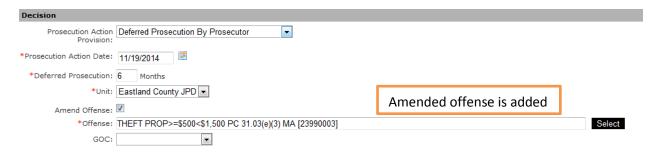
The edit button is now on Prosecutor. Click on 'Edit' next to enter Prosecutor action.



Enter a Prosecutor action of 'Deferred by Prosecutor' and check 'Amend Offense' and click on 'Select' to find the new offense



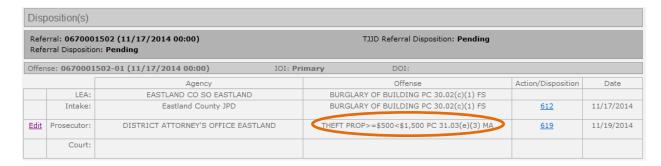
Search for new offense of Theft Prop>=\$500<\$1,500 and click on the 'picker star' to select it



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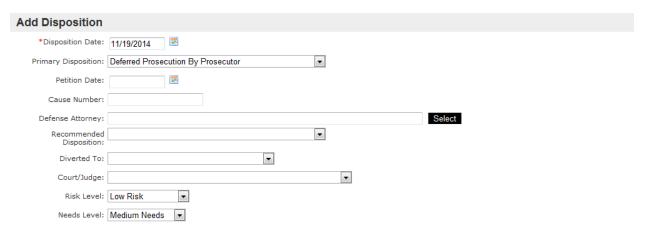
Disposition shows amended offense at the Prosecutor level. The edit button is still at Prosecutor.



The next step is to go to the **Referral** to accept the 'Calculated disposition of Deferred Prosecution by Prosecutor'.



Click on the 'Calculated Disposition', enter the RANA results and save it.



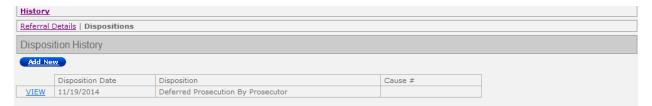
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We now have a disposition of 'Deferred Prosecution by Prosecutor' with an amended offense.



If we view the referral and click on the 'Referral Disposition', the deferred prosecution that was entered in the 'Disposition container' (offense disposition) is now saved as a 'Referral Disposition'.



ADDING A SUBSEQUENT DISPOSITION

The juvenile failed the deferred so we need to return to the 'Disposition container' to add a subsequent disposition.



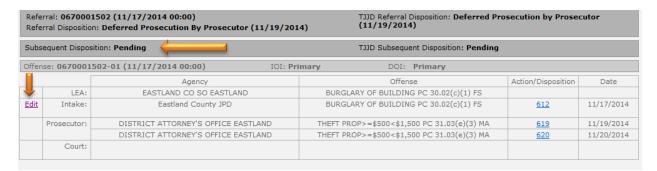
Click on 'Edit' and enter the 'Subsequent Decision' of 'Return to Intake' and save



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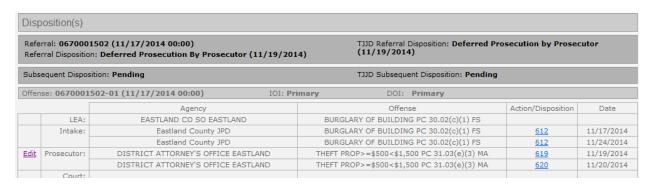
The Subsequent Disposition is now Pending and 'Edit' button is back on Intake



Enter a 'Subsequent Decision' of 'Refer to Prosecutor'



The 'Edit' is now back at Prosecutor and there are two codes for Prosecutor action, a 619 and a 620



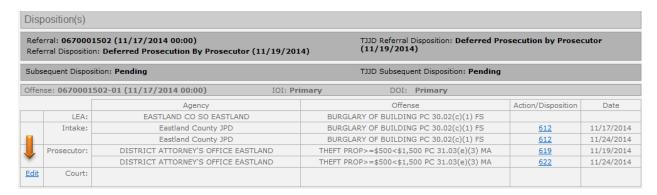
Enter a 'Petition Filed' under 'Subsequent Decision' and save



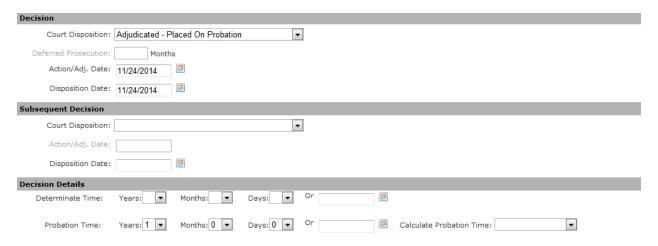
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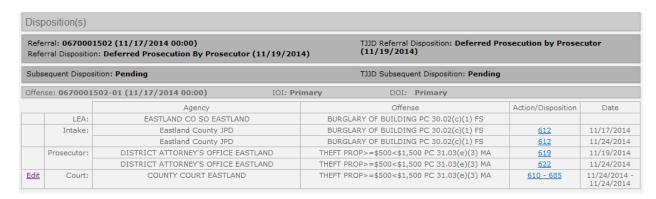
The Prosecutor now has two codes, a 619 and a 622 and the 'Edit' is now on Court



Enter a Court Decision of Adjudicated – Placed on Probation



The Court action now shows a code of 610 - 685



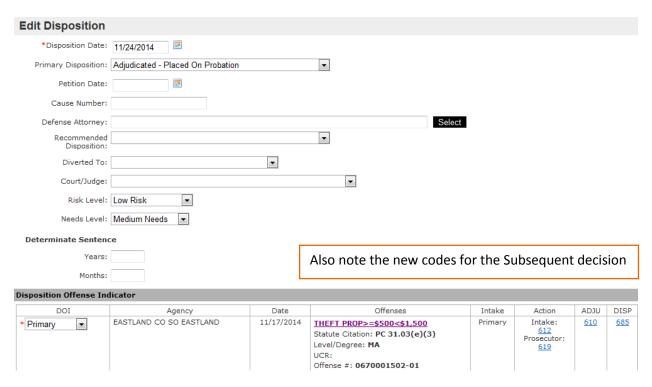
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View the **Referral History** and accept the new **Calculated Disposition** *for Adjudicated – placed on probation*



Enter the RANA and Save the disposition



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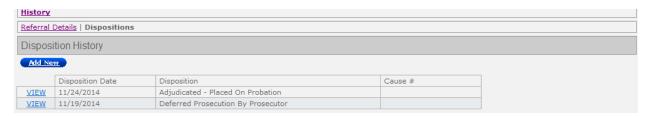
The **Referral History** now shows *Adjudicated – Placed on Probation*



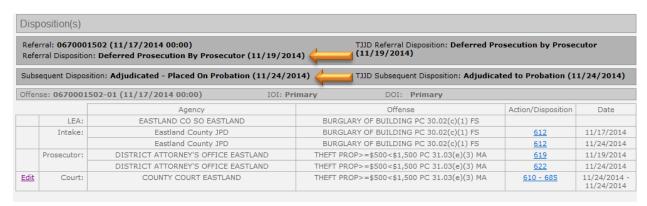
View the Referral and click on the 'Referral Disposition' link



There are now two **Referral Dispositions**, one for the deferred and a second for the adjudicated



Also, return to the 'Disposition Container', in the heading, it shows the deferred and the Subsequent Disposition of adjudicated



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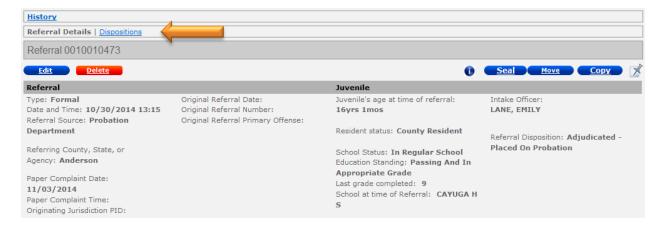


DISPOSITION CONTAINER - ROLLBACK

How to rollback and change an offense disposition (disposition container):

A disposition was entered in the disposition container. It was calculated and saved as a referral disposition and then it was discovered that the date for the prosecutor action was incorrect and needs to be fixed.

View the referral, click on the referral 'Disposition' link.



Click on 'View'



Click on 'Delete' to remove the disposition



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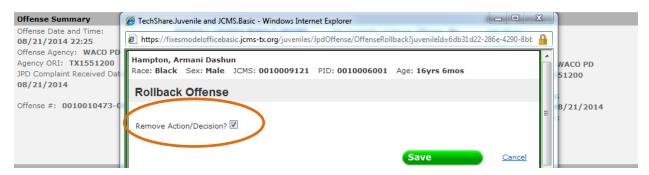
Go to the offense screen, and 'View' the offense



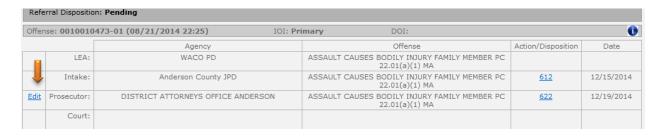
Go to the 'Rollback' button to move the disposition edit button from court to prosecutor.



Check the Remove Action/Decision box and click 'Save'.



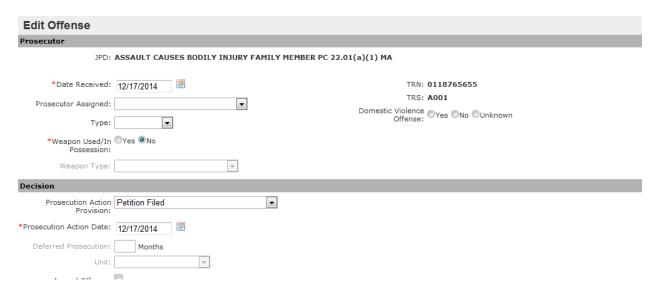
This removed the court action and moved the 'edit' link back up to Prosecutor.



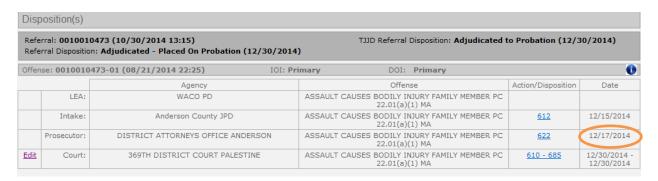
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Click on 'edit' and change the Prosecutor action date .



Reenter the court action view the **Referral History** to accept the new **Calculated Disposition** *for Adjudicated – placed on probation.* The prosecutor action date is now correct in the disposition container.



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